

PASSPORT PILOT PROGRAM IN COUNTY CLERK'S OFFICE

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2  
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4  
5 WHEREAS there are currently 54 counties currently accepting and processing passport  
6 applications in Wisconsin, and

7  
8 WHEREAS the County Clerk has been designated as an agent of the U.S. Department of State  
9 for the purpose of accepting applications for passports, and

10  
11 WHEREAS the County Clerk would only accept applications and would not determine when or  
12 if the passport would be issued, and

13  
14 WHEREAS currently two US Postal Offices in the county offer only 9 a.m.- 4.p.m. service daily  
15 for passport application and two U.S. Postal Offices in the county offer about 4 hour service per  
16 day on some days of the week except Sunday, and

17  
18 WHEREAS the County Clerk's office has extended hours on Wednesdays and will be the only  
19 application center in Waukesha County with evening hours which will give applicants greater  
20 accessibility, and

21  
22 WHEREAS the application execution fees are now \$30.00 per passport application, and

23  
24 WHEREAS anticipated additional revenue, offset with only minimal operating expense,  
25 (estimated at \$150 per year), would bring down the tax levy needed to operate the County  
26 Clerk's office, and

27  
28 THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES  
29 ORDAIN that the Waukesha County Clerk is authorized to execute the Passport Pilot Program  
30 starting in September 2003.

31  
32 BE IT FURTHER ORDAINED that a revenue account be created for 2003 and 2004 in the  
33 County Clerk's budget for monies received from the Passport Pilot program.

34  
35 BE IT FURTHER ORDAINED that the County Clerk will provide annual revenue reports to the  
36 Personnel Committee.

*Ordinance was amended by the Personnel Committee on 9/9/03. Additions are underlined and deletions are crossed out.*

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35 Personnel Committee.

Returned  
without  
signature.  
D.J.

PASSPORT PILOT PROGRAM IN COUNTY CLERK'S OFFICE

WHEREAS there are currently 54 counties currently accepting and processing passport applications in Wisconsin, and

WHEREAS the County Clerk has been designated as an agent of the U.S. Department of State for the purpose of accepting applications for passports, and

WHEREAS the County Clerk would only accept applications and would not determine when or if the passport would be issued, and

WHEREAS currently two US Postal Offices in the county offer only 9 a.m.- 4.p.m. service daily for passport application and two U.S. Postal Offices in the county offer about 4 hour service per day on some days of the week except Sunday, and

WHEREAS the County Clerk's office has extended hours on Wednesdays and will be the only application center in Waukesha County with evening hours which will give applicants greater accessibility, and

WHEREAS the application execution fees are now \$30.00 per passport application, and

WHEREAS anticipated additional revenue, offset with only minimal operating expense, (estimated at \$150 per year), would bring down the tax levy needed to operate the County Clerk's office, and

THE COUNTY BOARD OF SUPERVISORS OF THE COUNTY OF WAUKESHA DOES ORDAIN that the Waukesha County Clerk is authorized to execute the Passport Pilot Program starting in September 2003.

BE IT FURTHER ORDAINED that a revenue account be created for 2003 and 2004 in the County Clerk's budget for monies received from the Passport Pilot program.

BE IT FURTHER ORDAINED that the County Clerk will provide annual revenue reports to the Personnel Committee.

PASSPORT PILOT PROGRAM IN COUNTY CLERK'S OFFICE

Presented by:  
Personnel Committee

Duane E. Paulson  
Duane E. Paulson, Chair

Donald M. Broesch  
Donald M. Broesch

absent  
Peter Gundrum

Jeff Morris  
Jeff Morris

Carl H. Seitz  
Carl H. Seitz

Robert G. Thelen II  
Robert G. Thelen II

Matt Thomas  
Matt Thomas

Approved by:  
Finance Committee

Patricia A. Haukohl  
Patricia A. Haukohl, Chair

James R. Behrend  
James R. Behrend

Donald M. Broesch  
Donald M. Broesch

Genia C. Bruce  
Genia C. Bruce

Joseph F. Griffin  
Joseph F. Griffin

absent  
Joe C. Marchese

Bonnie J. Morris  
Bonnie J. Morris

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, was presented to the County Executive on:

Date: 9-26-03, Kathy Nickolaus  
Kathy Nickolaus, County Clerk

The foregoing legislation adopted by the County Board of Supervisors of Waukesha County, Wisconsin, is hereby: was returned unsigned and became legislation with the commencement of the County Board meetings on October 14, 2003  
Approved: \_\_\_\_\_  
Vetoed: \_\_\_\_\_

Date: \_\_\_\_\_,  
Daniel M. Finley, County Executive

## FISCAL NOTE

### PASSPORT PILOT PROGRAM IN COUNTY CLERK'S OFFICE

This ordinance would authorize the County Clerk to act as an authorized agent to accept passport applications. The passport application fee is \$85, of which the processing agent retains \$30. The Waukesha County Clerk of Court office discontinued accepting passport applications as of March 2002 (and reallocated staff time to other core functions).

According to the County Clerk, she expects to achieve gross revenue in excess of \$50,000 in 2004, based on processing 1,667 applications (based on Clerk of Court office activity in 2001). Due to a number of service changes in Waukesha County since the Clerk of Court office terminated the passport service, the Waukesha County Department of Administration is estimating an average of 684 passports, amounting to a gross revenue amount of \$20,520.

Note: This quantity is based on 18% (51,301) of the adult population of Waukesha County (285,006) currently holding a valid US passport, needing a passport once every 15 years, with an equal distribution between the current four US Post Offices in Waukesha County and potentially the County Clerk's office.

It is difficult to accurately estimate the quantity of passports that would be processed, however, several events occurring since the Clerk of Courts office terminated service strongly suggest that historical activity levels would be significantly reduced. For 2001, the Clerk of Court office processed 1,684 passports (when only two sites within Waukesha County accepted and processed passport applications) for revenue of \$25,260, based on \$15 per application that the office retained.

Up until March 2002, the Waukesha post office and the Clerk of Courts office were the only two locations within Waukesha County that would accept passport applications. As of March 2002, the Menomonee Falls, New Berlin, and Oconomowoc post offices began accepting and processing the applications. The Menomonee Falls post office also will accept applications on Saturdays. Other post offices outside of Waukesha County will also process the applications, as there is no local residency restriction. Based on four other providers currently within the county, it is doubtful that the volume of applications processed would be as great as that reached by the Clerk of Courts office in 2001.

Another consideration in determining volume, while the first-time application for a passport is required to be submitted in person to a Federal State Department authorized agent; renewal applications are facilitated through the mail directly between the applicant and the Federal State Department if the existing passport is less than 15 years old. Application forms are available on the Internet; therefore renewal application processing would be limited at all sites.

The Clerk of Court office had two clerical positions plus one supervisor trained to handle this process and provided for some clerical overtime service based on customers arriving late in the day. The County Clerk is indicating that she will principally be responsible for this duty.

  
Norman A. Cummings, Director of Administration  
8/28/2003

WAUKESHA COUNTY BOARD OF SUPERVISORS FO-158-63

V

DATE-09/23/03

(ORD) NUMBER-1580063

- 1 K. HERRO.....NAY
- 3 D. STAMSTA.....NAY
- 5 J. MARCHESE.....AYE
- 7 J. JESKEWITZ.....AYE
- 9 P. HAUKOHL.....AYE
- 11 K. HARENDA.....AYE
- 13 J. MORRIS.....AYE
- 15 D. SWAN.....
- 17 J. BEHREND.....AYE
- 19 W. MITCHELL.....AYE
- 21 W. KOLB.....NAY
- 23 P. PRONOLD.....AYE
- 25 K. CUMMINGS.....AYE
- 27 D. PAULSON.....AYE
- 29 M. THOMAS.....AYE
- 31 V. STROUD.....AYE
- 33 D. PAVELKO.....AYE
- 35 C. SEITZ.....AYE

- 2 R. THELEN.....AYE
- 4 H. CARLSON.....AYE
- 6 D. BROESCH.....AYE
- 8 J. DWYER.....AYE
- 10 S. WOLFF.....AYE
- 12 J. GRIFFIN.....
- 14 J. LA FORTE.....AYE
- 16 R. MANKE.....NAY
- 18 B. MORRIS.....
- 20 M. KIPP.....AYE
- 22 G. BRUCE.....AYE
- 24 A. SILVA.....AYE
- 26 S. KLEIN.....AYE
- 28 P. JASKE.....AYE
- 30 K. NILSON.....AYE
- 32 P. GUNDRUM.....
- 34 R. SINGERT.....AYE

TOTAL AYES-27

TOTAL NAYS-04

CARRIED X

DEFEATED \_\_\_\_\_

UNANIMOUS \_\_\_\_\_

TOTAL VOTES-31